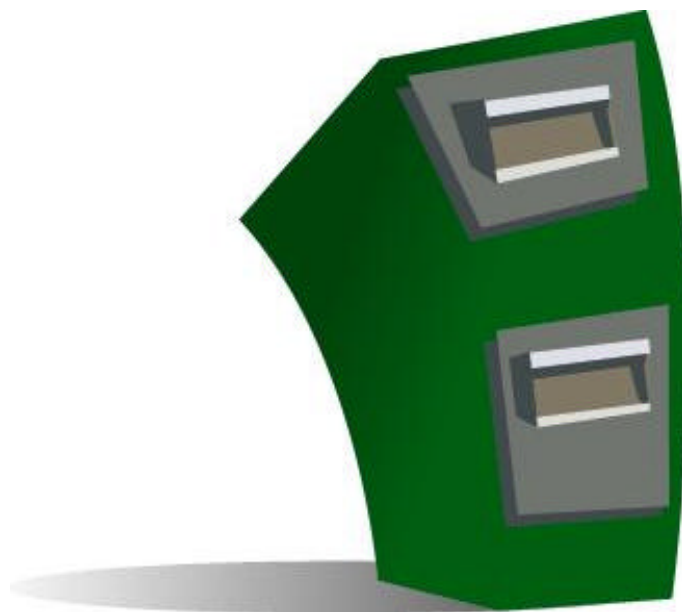


Green File

**Electronic Document
Imaging and
Viewing System**

Version 4.7

www.greenfile.ca



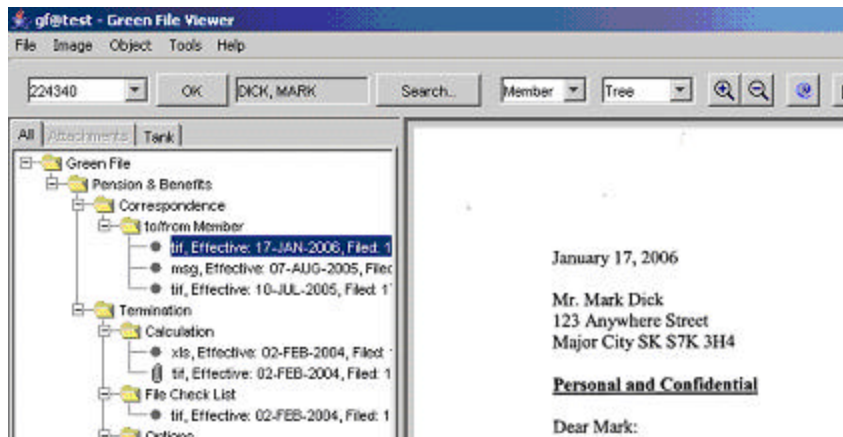
“The boss said ‘find some more space’, so I did”

Paper takes up desk space and floor space. It finds its way into drawers and other mysterious hiding places. It wears, fades and gets lost. Built around the needs and operations of Pension and Benefit plan offices, Green File provides the solution to scan and manage all of your paper and electronic files. Green File can store and index millions of these scanned images and electronic documents including word processing files, spreadsheets, e-mails and PDF's.

Green File Overview

Green File is a document management system built to take all of the paper and electronic files that you can throw at it. First developed over 10 years ago, Green File has evolved into a powerful application capable of large-scale document storage, complex indexing and rapid document retrieval. It provides an easy-to-navigate interface and sophisticated security options that make it the right tool for the workstations in your organization.

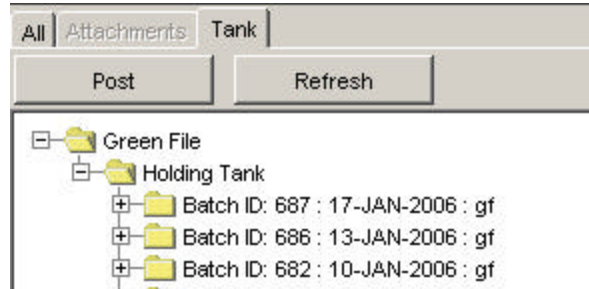
Green File complies with the standards for legal admissibility of electronic images outlined in the Canadian General Standards Board (CGSB) document “Microfilm and Electronic Images as Documentary Evidence”. All electronic images are stored using TIFF compression (Huffman Compressed) as recommended in the CGSB document.



Key Features

- Storage of all common electronic documents including word processing files, spreadsheets, e-mails and PDF's via macros and direct file methods.
- Powerful scanning and imaging functionality utilizing hardware based tools to enhance and clean images.
- User based security for access control of all images and files.
- Five levels of indexing including a cabinet level and four levels of categorization.
- Thumbnail viewing and advanced image handling.
- Bulk scanning and multi-page scanning options to maximize efficiency, improve the categorization process and reduce the number of scanning stations required.
- Bar coding options to allow auto-indexing for “mail-back” forms and letters.

- Java based application platform to enhance portability.
- Oracle backend that provides enterprise performance and superior security options.
- Integration to a variety of contact and organization databases. The only requirement is that the Oracle database can “see” the entities.



Case Studies

- West Coast – A major Vancouver based pension and benefit plan.
 - Over 40,000 active pension plan members.
 - Over 600 employers located throughout British Columbia.
 - Numerous internal custom applications managing pension and benefit data, collections and benefit claim adjudication data.

Green File was commissioned to store and manage all of the required documents used in administering these plans. Important to the design, was that Green File would integrate seamlessly with the existing pension and benefit plan databases. A bulk-scanning project engaged an external partner to scan and index over 1,000,000 pieces of paper. On-going scanning is maintained internally in real time and has increased the number of objects to almost 2,000,000.

- East Coast – A major public sector pension plan administration office.
 - Over 25,000 active pension plan members.
 - ESTI worked with third party vendors to integrated the newly installed Green File application with the existing pension administration system.

Green File was used to capture the documentation for a number of defined benefit pension plans. In this case, staff at the plan office were employed to do the document scanning. A regimen of file culling was employed to minimize the required time and the associated cost of imaging the back log.

- Prairies – A large, and relatively new, Saskatchewan based pension plan.
 - 12,000 active pension plan members.
 - Over 100 employers located throughout Saskatchewan.
 - Existing pension data, Contact System data and a Workflow application existed; all of which needed to see and use Green File records.

Green File was installed and, due to the relative newness of the plan, a “scan as needed” policy was created to begin loading the paper into the Green File database. As time progressed, Green File became the keeper of Administration and Human Resource

information for the organization as well.

- Prairies – A large Manitoba based pension and benefit plan
 - 38,000 active pension and benefit plan members.
 - Over 100 employers throughout Manitoba.
 - A new suite of custom applications, including member contact data, pension and benefit data and workflow were to be integrated tightly with the Green File application.

Green File was implemented and integrated with the member contact data system and a custom workflow system. Immediately following, a large-scale bulk-scan project commenced utilizing an external partner. Over a million objects were scanned and indexed over a 1 year period. During this time, a number of enhancements were introduced which make use of new technology.

- Bar coding was implemented on outgoing correspondence, and upon return to the office, was auto-indexed within Green File.
- OCR was implemented to allow for full text search and retrieval on documents within Green File.



About ESTI

ESTI has developed an intimate understanding of database solutions and has developed knowledge, skills, concepts and methodologies that are tailored to that work. Our practical experience and knowledge allow us to offer quality, customized solutions. Our information technology services allow clients to concentrate on core competencies and use technology as an enabling tool. We are well positioned with our suite of managed and professional services to fulfill the outsourcing needs of clients who wish to supplement their in-house information technology requirements with a high quality, dependable outsourcing partner.

ESTI has the expertise to assist your firm during the implementation of a successful function-rich solution on time and on budget. We have a proven track record in project development and ongoing maintenance. This document is designed to illustrate one of the alternatives that we can provide.

For more information on our firm, or the services and products we provide, we invite you to visit our corporate website at www.esti.ca and our Green File site at www.greenfile.ca.